

OFFICIAL  
FILE COPY  
DO NOT SEND OUT  
(Xerox necessary  
copies from this  
copy and PLACE  
BACK IN FILE)

**ANNUAL FINANCIAL REPORT**  
**OF THE**  
**BOSSIER ARTS COUNCIL**

**For the**  
**Fiscal Year Ended June 30, 2000**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 10-11-00

**JAMES T. BATES**  
**CERTIFIED PUBLIC ACCOUNTANT**

**612 Barksdale Blvd.**  
**Bossier City, Louisiana 71111**

RECEIVED  
LEGISLATIVE COUNCIL  
00 OCT -4 AM 8:46

**ANNUAL FINANCIAL REPORT**  
**OF THE**  
**BOSSIER ARTS COUNCIL**

**For the**  
**Fiscal Year Ended June 30, 2000**

# *James T. Bates*

CERTIFIED PUBLIC ACCOUNTANT  
612 BARKSDALE BOULEVARD  
BOSSIER CITY, LOUISIANA 71111

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

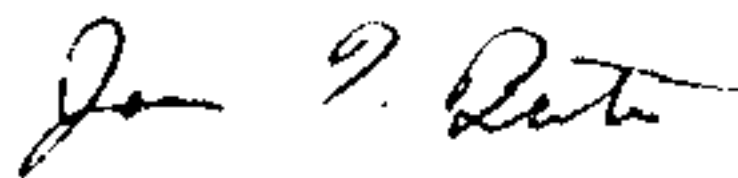
TELEPHONE  
(318) 742-5238  
FAX (318) 742-5766

To the Board of Directors  
Bossier Arts Council

I have compiled the accompanying statement of financial position of the Bossier Arts Council (a nonprofit organization) as of June 30, 2000 and the related statement of activities for the year then ended, in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures and changes in cash flow required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Council's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.



September 28, 2000

BOSSIER ARTS COUNCIL  
Statement of Financial Position  
June 30, 2000

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 97,635
Certificates of Deposits	<u>54,939</u>

Total Current Assets	\$ 152,574
----------------------	------------

Furniture and Equipment,  
at Cost, Net

26,041

Other Assets  
Deposits

100

TOTAL ASSETS

\$ 178,715

LIABILITIES AND NET ASSETS

Current Liabilities

Accrued Payroll Taxes Payable	\$ <u>1,145</u>
-------------------------------	-----------------

Total Current Liabilities	1,145
---------------------------	-------

Net Assets

Unrestricted	\$ 106,132
Temporarily Restricted	<u>71,438</u>

Total Net Assets	<u>177,570</u>
------------------	----------------

TOTAL LIABILITIES AND NET ASSETS

\$ 178,715

See Accountant's Compilation Report.

BOSSIER ARTS COUNCIL  
Statement of Activities  
For the Year Ended June 30, 2000

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Public Support and Revenue			
Support			
Contributions	\$ 2,577	\$ 51,550	\$ 54,127
State Arts Council			
Grants	17,168	41,833	59,001
Bossier Parish School Board	- 0 -	7,000	7,000
Local Municipal			
Government Grants	<u>90,000</u>	<u>25,000</u>	<u>115,000</u>
Total Support	<u>109,745</u>	<u>125,383</u>	<u>235,128</u>
Revenue			
East Bank Theatre			
Ticket Sales	24,822	- 0 -	24,822
East Bank Gallery Revenues	1,811	- 0 -	1,811
Membership Dues	4,320	- 0 -	4,320
Services	5,919	- 0 -	5,919
Gala Fund Raiser	13,537	12,000	25,537
Interest	<u>2,305</u>	<u>1,209</u>	<u>3,514</u>
Total Revenue	<u>52,714</u>	<u>13,209</u>	<u>65,923</u>
Net Assets Released From Restrictions	<u>92,858</u>	<u>(92,858)</u>	<u>- 0 -</u>
Total Support and Revenue	<u>255,317</u>	<u>45,734</u>	<u>301,051</u>
Expenses			
Program			
Annually Funded Grants	42,779	- 0 -	42,779
Arts in Education Grants	14,179	- 0 -	14,179
Student Art Grants	1,397	- 0 -	1,397
Community Development			
Programs	31,792	- 0 -	31,792
Public Art Projects	10,240	- 0 -	10,240
Gallery Expenses	6,003	- 0 -	6,003
Theater Productions	<u>32,270</u>	<u>- 0 -</u>	<u>32,270</u>
Total Program	138,660	- 0 -	138,660
Fundraising	10,078	- 0 -	10,078
Administration	<u>115,328</u>	<u>- 0 -</u>	<u>115,328</u>
Total Expenses	<u>264,066</u>	<u>- 0 -</u>	<u>264,066</u>
Change in Net Assets	(8,749)	45,734	36,985
Net Assets Beginning of Year	<u>114,881</u>	<u>25,704</u>	<u>140,585</u>
Net Assets End of Year	<u>\$ 106,132</u>	<u>\$ 71,438</u>	<u>\$ 177,570</u>

See Accountant's Compilation Report.

# James T. Bates

CERTIFIED PUBLIC ACCOUNTANT  
612 BARKSDALE BOULEVARD  
BOSSIER CITY, LOUISIANA 71111

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

TELEPHONE  
(318) 742-5238  
FAX (318) 742-5766

To the Board of Directors  
Bossier Arts Council

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Bossier Arts Council and the Legislative Auditor, State of Louisiana to assist the users in evaluating management's assertions about the Bossier Arts Council's compliance with certain laws and regulations during the year ended June 30, 2000 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for which this report has been requested or for any other purpose.

## Federal, State, and Local Awards

1. Determine the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year.

The Bossier Arts Council did not receive or expend any federal grants during the fiscal year and following are the expenditures for the state and local grants for the fiscal year ended June 30, 2000:

Grantor	Grant Purpose	Grant Date	Amount Expended
State of Louisiana,			
Division of the Arts	General Operating	09-30-99	\$ 2,730
Division of the Arts	General Operating	10-15-99	8,190
Division of the Arts	General Operating	01-14-00	6,248
Division of the Arts	Decentralized Arts Funding - FY 1999	02-24-99	5,389
Division of the Arts	Decentralized Arts Funding - FY 2000	02-15-00	36,846
City of Bossier City	Public Art	09-01-99	15,334
	General Operating	1999/2000	90,000
Bossier Parish School Board	Arts in Education	02-29-00	7,000

2. For each of the above listed awards, I randomly selected 6 disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.

3. For the items selected in procedure 2, I traced the disbursements to supporting documentation as to proper amount and payee.

The examined supporting documentation for each of the disbursements revealed that the payment was for the proper amount and made to the correct payee.



4. For the items selected in procedure 2, I determined if the disbursements were properly coded to the correct fund and general ledger account.

All of the payments were properly coded to the correct fund and general ledger account.

5. For the items selected in procedure 2, I determined whether the disbursements received approval from proper authorities.

Inspection of documentation supporting each of the selected disbursements indicated approvals from the president and treasurer of the board.

6. For the programs selected for testing that had been closed out during the period under review, I compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

The disbursements selected included one state program that was closed out during the period of my review. I compared the close-out report of the program with the entity's records and the amounts reported on the report agreed with the entity's financial records.

#### Meetings

7. I made inquiries as to whether agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12.

The Bossier Arts Council is only required to post notice of each meeting and the accompanying agenda on the door of the Bossier Arts Council office building. Management does properly post the notice of the meetings as evidenced by the annotation on the agenda as to the dates posted.

#### Comprehensive Budget

8. For all grants exceeding \$5,000, I determined that each applicable federal, state or local grantor agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for the state grants included specific goals and objectives and measures of performance.

The Bossier Arts Council provided comprehensive budgets to the applicable grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects and plans showing specific goals and objectives and measures of performance.

#### Prior Comments and Recommendations

9. There were no incidents in the prior year that required comments or recommendations.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of the Bossier Arts Council, the State of Louisiana Legislative Auditor, and the applicable state grantor agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in dark ink, appearing to be "J. J. H.", is written above the date.

September 28, 2000



**LOUISIANA ATTESTATION QUESTIONNAIRE**  
(For Attestation Engagements of Quasi-public Entities)

9/29/00 (Date Transmitted)

James T. Bates

Certified Public Accountant

612 Barksdale Boulevard

Bossier City, Louisiana 71111

(Auditors)

In connection with your compilation of our financial statements as of June 30, 2000 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

**Federal, State, and Local Awards**

We have detailed for you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes ☒ No ☐

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes ☒ No ☐

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes ☒ No ☐

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes ☒ No ☐

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes ☒ No ☐

**Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes ☒ No ☐

**Prior Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes [X] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

<u><i>Julia A. Butterfield</i></u> Julie Butterfield	Secretary	<u>9-29-00</u>	Date
<u><i>Donna Cherry</i></u> Donna Cherry	Treasurer	<u>9-13-00</u>	Date
<u><i>Terri Mathews</i></u> Terri Mathews	President	<u>9-11-00</u>	Date